

MARYLAND HOSPITAL DATA REPOSITORY DATA COLLECTION SYSTEM

Overview

In order to comply with its mandate to publicly disclose of the financial position of Maryland hospitals, the Health Services Cost Review Commission has provided a web-based system to enable hospitals to report unaudited financial data (Financial Statement Summary - Schedules FSA and FSB) in a uniform format on a monthly basis.

The following pages will provide you with step by step instructions how to browse, edit and transmit Monthly Income Statement and Balance Sheet information to the Commission.

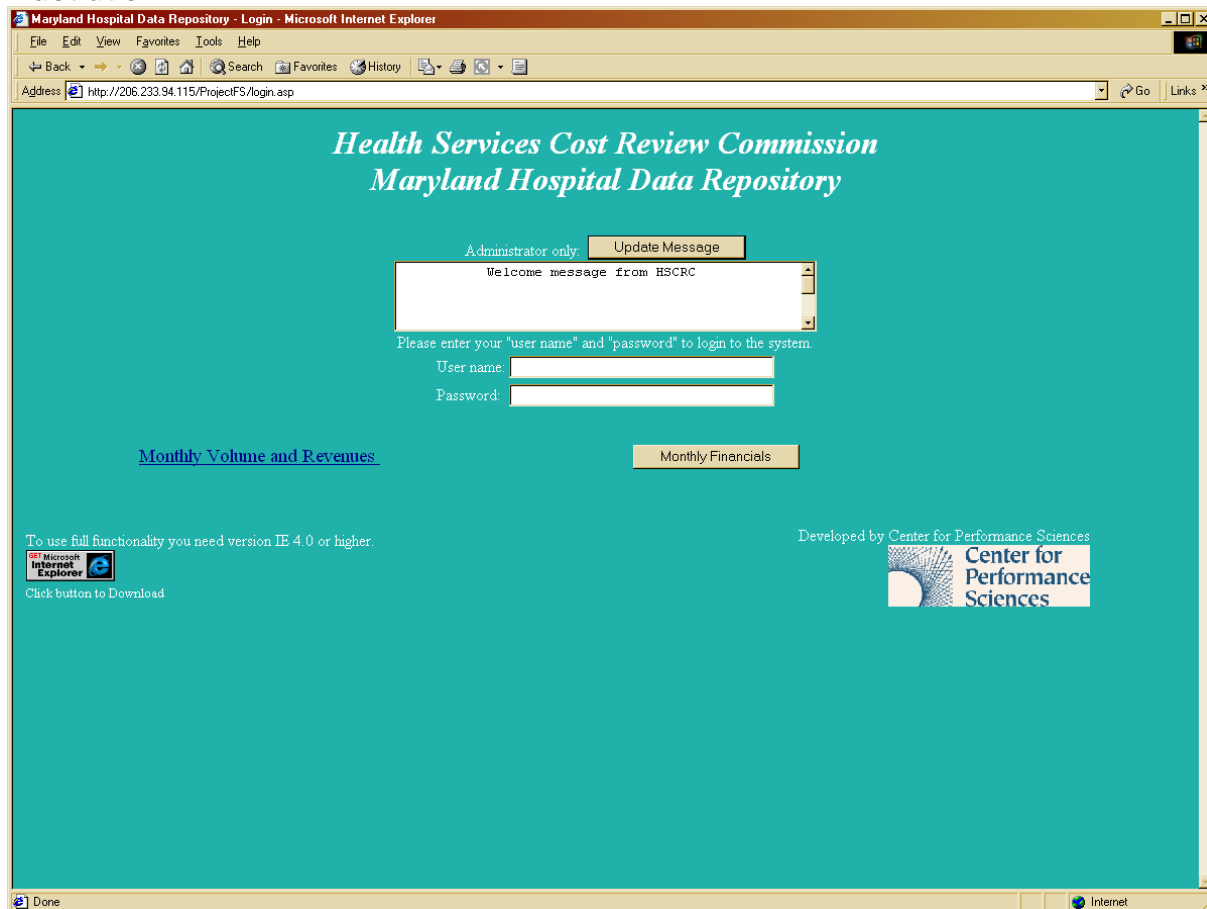
Since there are edits built into the system, Monthly Revenue and Statistic data (Monthly Reports of Achieved Volumes - Schedules MS, NS, and RS) should be entered **BEFORE** the Schedule FSA & FSB data. The edits will help to reduce some of the error notifications (i.e., FSA line C, Gross Patient Revenue (regulated) should be within 1% of the Total Inpatient plus Outpatient Revenue from the Monthly Revenue and Statistics data). *If you indicated that your hospital fails the 1% tolerance edit due in large part because you accrue revenue due or owed to/by your hospital, the effect of these accruals must be reported on lines F2 and F5.*

The system will accumulate year to date amounts beginning the first month of your hospital=s fiscal year and will continue until the end of the fiscal year. Within 30 days after the due date for submission of the data for the final month of the fiscal year, a second final month or 13th month report will be required to be submitted. This 13th month report will reflect annual audit adjustments.

LOGIN AND WELCOME SCREEN (Illustration I)

- (1) View informative messages from the HSCRC
- (2) Start the program by entering the user name and password
- (3) Download Internet Explorer

Illustration I



MAIN MENU SCREEN (Illustration II)

- (1) Select hospital name, report period date and financial schedule (fsa/fsb)
- (2) Input, browse and edit your hospital's data *prior to submission*
- (3) Browse and revise your hospital's *submitted data*
- (4) HSCRC: Approve revision
- (5) Update the hospital list
- (6) Update the contact information which includes user name, password and privileges
- (7) Log Off

Illustration II

**Health Services Cost Review Commission
Hospital Monthly Financials**

Welcome HSCRC Administrator

Select Hospital Name: ANNE ARUNDEL Select Report Period Date: May 2002 Select Schedule: REVENUE AND EXPENSE SUMMARY

Input, Browse, Edit	* Input data into the two schedules: <i>Revenue and Expense Summary, Balance Sheet Data.</i> * Edit and save schedule drafts prior to submission.
Browse & Revise	* Revise <i>submitted</i> data in the two schedules: <i>Revenue and Expense Summary, Balance Sheet Data.</i> * Browse or revise previously submitted data.
HSCRC: Approve Revision	* Approve or disapprove a hospital's <i>revision</i> data in the two schedules: <i>Revenue and Expense Summary, Balance Sheet Data.</i>
HSCRC: User Registration	* Create or revise hospital and HSCRC user registration.
HSCRC: Edit Hospital List	* Browse or edit hospital table information.
Contact Info	* Contacts are those who will be able to answer all inquiries, if there is a problem or question with submitted data. * Revise contact information here.
Login as a different user	* Return Back to Login window

INPUT, BROWSE and EDIT SCREEN (Illustration III)

- (1) Input new data. Enter the hospital's financial data by cost center in the bright yellow boxes. The program does not accept blank cells, non-numeric characters or decimals. Enter another hospital's data (in your health system) and / or report period date by using the appropriate drop down boxes, and clicking the "Retrieve" button.
- (2) Click the "Save" button to save a draft of the input prior to the submission.
- (3) Browse and/ or edit a hospital's data (draft) *prior to submission* to the HSCRC.
- (4) Click the "Undo Changes" button to reverse any input mistakes prior to saving a draft or submitting data.
- (5) Use the Tab key or enter key to advance to the next input cell.
- (6) Click the "Submit to HSCRC" button to transmit your final results.
- (7) Click the "Printable screen" link to (1) view the screen without displaying the links and control buttons and (2) prepare the screen for printing.
- (8) Use the Print button of the Internet Explorer for printing.

Illustration III

Hospital Monthly Financials - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://206.233.94.115/ProjectFS/new_schedule1.asp Go Links

[Main Menu](#) [Revenue and Expense Summary](#) [Balance Sheet Data](#) [Printable screen](#)

REVENUE AND EXPENSE SUMMARY
(Draft Data)

Hospital Name ATLANTIC GENERAL

Hospital Number 61

Report Period Date October 2002

Save Retrieve Undo Changes

Revenue and Expense Summary	Regulated	Unregulated	Total	YTD Total
OPERATING REVENUES:				
A Inpatient Revenues			0	0
B Outpatient Revenues			0	0
C Gross Patient Revenues (A+B)			0	0
D Inpatient Charity Care			0	0
D1 Inpatient Bad Debts			0	0
E Outpatient Charity Care			0	0
E1 Outpatient Bad Debts			0	0
F Inpatient HSCRC Approved Discounts & Differentials			0	0
F1 Inpatient Denials			0	0
F2 Inpatient Admin., Courtesy, Policy, & Other Disc. & Adj.			0	0
F3 Outpatient Hscrc Approved Discounts & Differentials			0	0
F4 Outpatient Denials			0	0
F5 Outpatient Admin., Courtesy, Policy & Other Disc. & Adj.			0	0
F6 Total Disc., Diffs, Denials & Adj. (F+F1+F2+F3+F4+F5)			0	0
G Deduction From Revenues (D+D1+E+E1+F6)			0	0
H Net Patient Revenues (C-G)			0	0
I Other Operating Revenues				

Done Internet

ERROR AND WARNING FLAGS (Illustrations IV)

When you click the “Save” or “Submit to HSCRC” button and your submission contain errors or inconsistencies, the fields with errors will have red error codes displayed next to them. The data will not be submitted, if the submission contains errors

Error Codes:

EN - Cell value is not allowed to be blank. Type the missing data.

ET - Sum of cell values does not equal the specific total. Recheck the information for inaccurate numbers.

Warning Codes:

X% var. - Difference between the regulated gross revenue and the utilization "total" revenue is greater than 1%. Actual percent variance is displayed. Verify data.

No Utilization - Utilization revenue for this time period has not been entered.

0 Ut. Revenue - Utilization revenue for this time period is 0.

Illustration IV

Hospital Monthly Financials - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://206.233.94.115/ProjectFS/new_schedule1.asp Go Links

[Main Menu](#) [Revenue and Expense Summary](#) [Balance Sheet Data](#) [Printable screen](#)

REVENUE AND EXPENSE SUMMARY
(Draft Data)

Hospital Name: BON SECOURS
Hospital Number: 13
Report Period Date: May 2002

Save Retrieve Undo Changes

Revenue and Expense Summary	Regulated	Unregulated	Total	YTD Total
OPERATING REVENUES:				
A Inpatient Revenues	100	EN	100	58,898,382
B Outpatient Revenues	EN	EN	0	34,253,793
C Gross Patient Revenues (A+B)	100	0	100 - 100% off	93,152,175
D Inpatient Charity Care	EN	EN	0	5,305,855
D1 Inpatient Bad Debts	EN	EN	0	940,626
E Outpatient Charity Care	EN	EN	0	939,839
E1 Outpatient Bad Debts	EN	EN	0	4,620,587
F Inpatient HSCRC Approved Discounts & Differentials	EN		0	2,850,913
F1 Inpatient Denials	EN	EN	0	1,090,748
F2 Inpatient Admin., Courtesy, Policy, & Other Disc. & Adj.	EN	EN	0	294,212
F3 Outpatient Hscrc Approved Discounts & Differentials	EN		0	1,524,435
F4 Outpatient Denials	EN	EN	0	579,261
F5 Outpatient Admin., Courtesy, Policy & Other Disc. & Adj.	EN	EN	0	8,501,429
F6 Total Disc., Discs, Denials & Adj. (F+F1+F2+F3+F4+F5)	0	0	0	14,840,998
G Deduction From Revenues (D+D1+E+E1+F6)	0	0	0	26,647,905
H Net Patient Revenues (C-G)	100	0	50 ET	66,504,220

Internet

Illustration IV

Hospital Monthly Financials - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address http://206.233.94.115/ProjectFS/new_schedule1.asp Go Links

I	Other Operating Revenues	EN	EN	0	4,232,324
J	Net Operating Revenues (H+I)	100	0	EN	70,736,494
OPERATING EXPENSES:					
K	Salaries & Wages	EN	EN	0	32,343,210
L	Employee Benefits	EN	EN	0	5,982,315
M	Other Operating Expenses	EN	EN	0	28,944,297
N	Operating Exp (excluding Depr & Int) (K+L+M)	0	0	0	67,269,822
O	Interest	EN	EN	0	1,280,669
P	Depreciation and Amortization	EN	EN	0	3,014,099
Q	Total Operating Expenses (N+O+P)	0	0	0	71,564,580
R	Excess(DEF) Opr Revenues over Expenses (J-Q)	100	0	EN	(828,094)
S	Non-Operating Revenues		EN	0	137,962
T	Nonoperating Expenses		EN	0	284,824
U	Excess (Deficit) Revenue Over Expenses (R+S -T)	100	0	EN	(974,956)

* There are errors and warnings in the schedule. *

Error and Warning Codes:

- The program will not submit worksheets with error codes.
- Input errors are highlighted in Red, and the fields will have error codes displayed next to them.

Error Codes:

- EN** - Cell value is not allowed to be blank. Type in the missing data.
- ET** - Sum of cell values does not equal the specific total. Recheck the information for inaccurate numbers.

Warning Codes:

- X% var.** - Difference between the gross revenue and the utilization "total" revenue is greater than 1%. Actual percent variance is displayed. Verify data.
- No Utilization** - Utilization revenue for this time period has not been entered.
- 0 Ut. Revenue** - Utilization revenue for this time period is 0.

Save Retrieve Undo Changes

Internet

BROWSE AND REVISE SCREEN (Illustrations V)

This screen has almost the same functionality as the input screen.

- (1) View and revise the hospital's *submitted* data.
- (2) Enter a "Revision Description" for each line of revisions. All revisions will be highlighted with a different background color.
- (3) Click the "Send for "HSCRC Approval" button to submit final results. If your submission contains errors, the data will not be submitted. Until the revisions have been approved or disapproved by the HSCRC, the data remain in a read-only format (no additional changes can be made to the specific report period for this hospital).

Illustration V

Hospital Monthly Financials - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://206.233.94.115/ProjectFS/new_schedule1.asp?Submitted=TRUE Go Links

[Main Menu](#) [Revenue and Expense Summary](#) [Balance Sheet Data](#) [Printable screen](#)

REVENUE AND EXPENSE SUMMARY
(Submitted Data)

Hospital Name: ANNE ARUNDEL
 Hospital Number: 23
 Report Period Date: May 2002

Save Retrieve Undo Changes

	Revenue and Expense Summary	Regulated	Unregulated	Total	YTD Total	Revision Description
OPERATING REVENUES:						
A	Inpatient Revenues	11,544,938	454,903	11,999,841	129,705,849	
B	Outpatient Revenues	5,581,928	1,086,860	6,668,788	61,369,576	
C	Gross Patient Revenues (A+B)	17,126,866	1,541,763	18,668,629	191,075,425	
D	Inpatient Charity Care	59,272	0	59,272	997,487	
D1	Inpatient Bad Debts	378,029	0	378,029	4,085,085	
E	Outpatient Charity Care	40,415	0	40,415	461,407	
E1	Outpatient Bad Debts	336,582	82,783	419,365	4,337,758	
F	Inpatient HSCRC Approved Discounts & Differentials	618,987		618,987	6,144,425	
F1	Inpatient Denials	233,087	0	233,087	3,142,872	
F2	Inpatient Admin., Courtesy, Policy, & Other Disc. & Adj.	0	0	0	0	
F3	Outpatient Hscrc Approved Discounts & Differentials	314,093		314,093	2,549,694	
F4	Outpatient Denials	302	0	302	4,918	
F5	Outpatient Admin., Courtesy, Policy & Other Disc. & Adj.	0	811,877	811,877	5,751,978	

Internet

Illustration V

Hospital Monthly Financials - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address: http://206.233.94.115/ProjectFS/new_schedule1.asp?Submitted=TRUE&month=6&year=2002&hosp_num=2&hosp_name=UNIVERSITY%20OF%20MARYLAND&sch_letter=A Go Links

[Main Menu](#) [Revenue and Expense Summary](#) [Balance Sheet Data](#) [Printable screen](#)

REVENUE AND EXPENSE SUMMARY
(Submitted Data)

Hospital Name: UNIVERSITY OF MARYLAND
 Hospital Number: 2
 Report Period Date: June 2002

*** DATA YET TO BE APPROVED BY HSCRC (Read-Only) ***

	Revenue and Expense Summary	Regulated	Unregulated	Total	YTD Total	Revision Description
OPERATING REVENUES:						
A	Inpatient Revenues	35,846,000	0	35,846,000	372,271,000	
B	Outpatient Revenues	8,485,454	918,546	9,404,000	96,569,997	
C	Gross Patient Revenues (A+B)	44,331,454	918,546	45,250,000	468,840,997	
D	Inpatient Charity Care	1,663,254	0	1,663,254	17,273,373	
D1	Inpatient Bad Debts	2,251,822	0	2,251,822	23,509,218	
E	Outpatient Charity Care	564,283	0	564,283	5,828,756	
E1	Outpatient Bad Debts	751,975	0	751,975	7,794,509	
F	Inpatient HSCRC Approved Discounts & Differentials	978,596		978,596	10,162,998	
F1	Inpatient Denials	322,614	0	322,614	3,350,439	
F2	Inpatient Admin., Courtesy, Policy, & Other Disc. & Adj.	3,585	0	3,585	37,229	
F3	Outpatient Hscrc Approved Discounts & Differentials	231,653		231,653	2,392,857	
F4	Outpatient Denials	76,369	0	76,369	788,854	
F5	Outpatient Admin., Courtesy, Policy & Other Disc. & Adj.	849	0	849	8,762	

Done Internet

HSCRC APPROVE REVISION SCREEN (Illustration VI)

(The following 2 screens apply only to HSCRC)

- (1) Lists all revisions awaiting approval
- (2) Click “Approve” or “Disapprove” buttons when appropriate.

Illustration VI

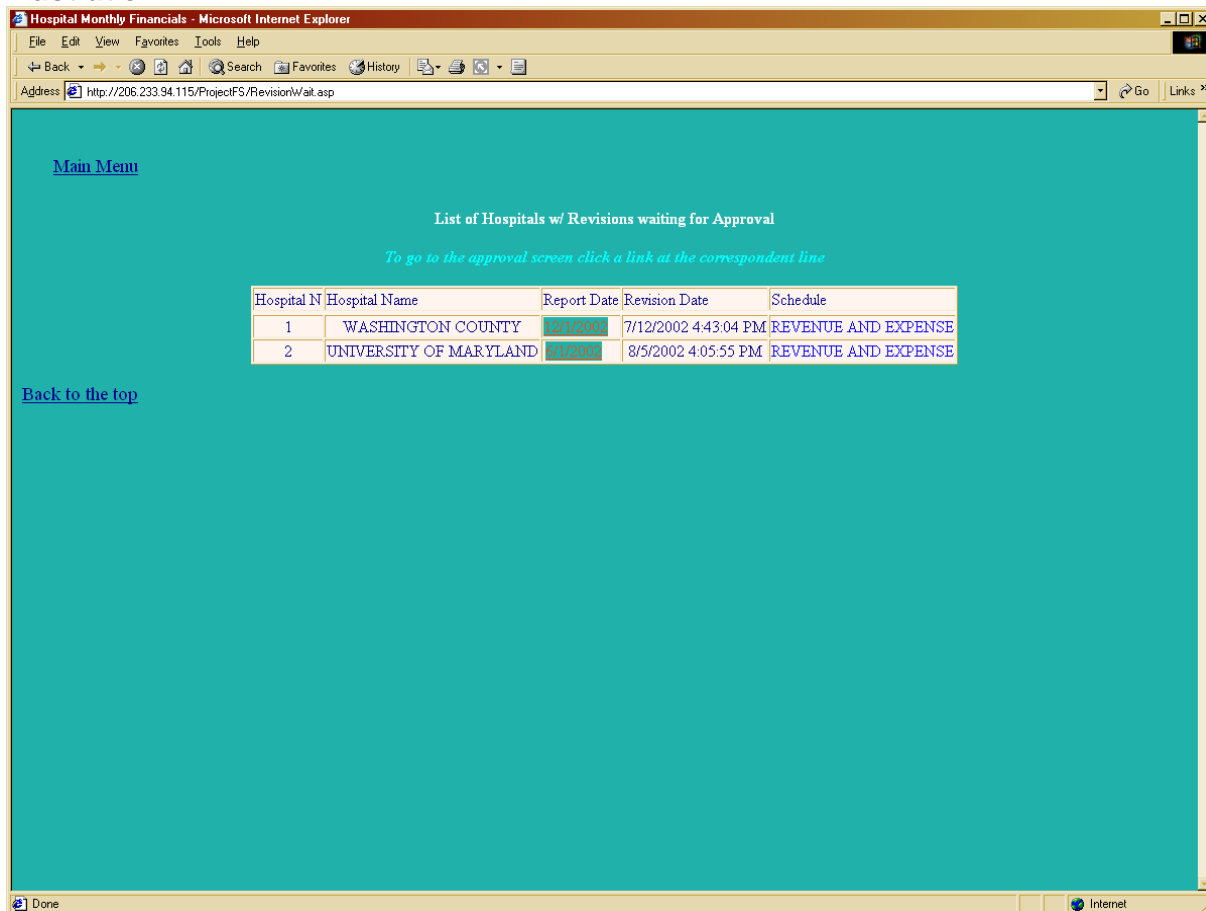


Illustration VI

Hospital Monthly Financials - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://206.233.94.115/ProjectFS/RevisionAppr.asp?hosp_num=2&month=6&day=1&year=2002&sch_letter=A Go Links

[Main Menu](#) [List Waiting for Approval](#) [Printable screen](#)

MONTHLY FINANCIAL
(Revision Data)

Hospital Name: UNIVERSITY OF MARYLAND

Hospital Number: 2

Report Period Date: June 2002 Retrieve

Approve Do Not Approve

Rejection message

CODE	Revenue and Expense Summary	Regulated	Unregulated	Total	YTD Total	Revision Description	Type
S	Non-Operating Revenues	0	0	0	21,257,396		Old
S	Non-Operating Revenues	0	10	10	21,257,406	*** Input Revision Description ***	New
T	Nonoperating Expenses	0	149,000	149,000	2,310,204		Old
T	Nonoperating Expenses	0	149,000	149,000	2,310,204	*** Input Revision Description ***	New
U	Excess (Deficit) Revenue Over Expenses (R+S -T)	2,599,310	(360,310)	2,239,000	2,246,913		Old

Approve Do Not Approve

[Back to the top](#)

Done Internet

USER REGISTRATION SCREEN (Illustration VII)

(The following screen applies only to HSCRC)

The administrator can set up user name, password and privileges

User Privileges codes:

- ☐ Code=2 Browse only
- ☐ Code=1 Hospital user full functionality

Illustration VII

[Main Menu](#) [Contact Info](#) [Printable screen](#)

USER REGISTRATION

Organization Name:

Organization Number:

[View All Organizations Users](#) ☐

Note: To delete user, overwrite the invalid user's name with spaces and click the "Save" button.

Organization	User Name	Password	User Privilege
UNIVERSITY OF MARYLAND	user2	pass2	0

[Back to the top](#)

HOSPITAL LIST SCREEN (Illustration VIII)

- (1) Enter participating hospitals' name, number, type, base month
- (2) Enter E-mail address for hospital contact that will receive reject revision notices

Illustration VIII

CC schedule - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address http://206.233.94.115/ProjectFS/edit_hosp_info.asp Go Links

[Main Menu](#) [User Registration](#)

HOSPITAL / ORGANIZATION LIST

Save Add New hospital Undo changes

Hospital code	Hospital name	Hospital Type	Hospital TPR	Base Month	Active/Inactive	Rejection Email
1	WASHINGTON COUNTY	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
2	UNIVERSITY OF MARYLAND	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
3	PRINCE GEORGE	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
4	HOLY CROSS	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
5	FREDERICK MEMORIAL	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
6	HARFORD	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
7	ST. JOSEPH	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
8	MERCY	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
9	JOHNS HOPKINS	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
10	DORCHESTER GENERAL	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
11	ST. AGNES	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
12	SINAI	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
13	BON SECOURS	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
15	FRANKLIN SQUARE	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
16	WASHINGTON ADVENTIST	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
17	GARRETT COUNTY	Acute	T	6	<input checked="" type="checkbox"/>	
18	MONTGOMERY GENERAL	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	
19	PENINSULA GENERAL	Acute	<input type="checkbox"/>	6	<input checked="" type="checkbox"/>	

Done Internet

CONTACT INFORMATION SCREEN (Illustration IX)

- (1) Contains the name and other information of the primary and secondary contact person at your hospital(s).
- (2) A hospital user may view or edit his hospital's contacts by clicking on the organization drop-down box. Click the "Save" button to save any changes.

Illustration IX

[Main Menu](#) [User Registration](#)

CONTACT INFORMATION

Organization: UNIVERSITY OF MARYLAND

Organization Number: 2

[View All Organizations Users](#)

Organization	User Name	Title	Name	Phone	FAX	E-mail
UNIVERSITY OF MARYLAND	user2	Reimbursement A	Ilene L. Braxton	(410)328-1379	(410)-7497	IBRAXTON@UMMED

[Back to the top](#)